## DAILY RECORD OF MEALS SERVED AND EDIT CHECK WORKSHEET

Month	1	Year	_
Feedin	a	site	

	STUDENT LUNCHES				STUDENT BREAKFASTS			SPECIAL MILK		ADULTS (Cannot Claim)			
DATE	PAID	FREE	Reduced	TOTAL	2 <sup>nd</sup> Meals	PAID	FREE	Reduced	PAID	FREE	PAID-LUN	Free Lun	PAID-B
TOTAL					No Claim								

## **Required Edit Check:**

		Highest # of			Attendance	
Attendance		Students Approve	ed		Adjusted	
Factor (D)		for the Month			Eligible	
	X	(1	E)	=	_	$(H^{)+}$
	X	(]	F)	= -		$(I)^{+}$
	X	((	G)	= -		$(J)^+$
1				_		

<sup>+</sup>On this calculation, round any decimal to the next whole number. (Example: 21.35 would round up to 22)

The number of meals claimed by category **CANNOT** exceed the figures reported on lines E, F or G on any given day. If the number of meals claimed by category exceeds the figures on lines H, I or J on any given day, those meal counts **MUST** be circled above and the reason for the discrepancy **MUST** be documented either at the bottom or on the back of this page.

G. Highest # of Eligible Paid approved during the month

\*Students who change categories during the month should be included in both categories.

\*Retain this record at school for three years.

Nebraska Department of Education – Nutrition Services